

**CENTRAL DISTRICT HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
March 24, 2006**

BOARD MEMBERS:	Dr. Martin Gabica, Chair		Comm. Phil Davis
	Jane Young, RN, ND, CRNP		Betty Ann Nettleton, RN
	Steve Scanlin, JD, Trustee		Comm. Fred Lawson
	Russell A. Duke, Secretary		
ABSENT:	Comm. Mary Egusquiza, Vice-Chair		
GUEST:	Kathleen Allyn		
STAFF:	Cindy Trail	Dave Fotsch	Rob Howarth
	Meghan Muguira	Margaret Ross	Cindy Howarth
	Janet Peck	Nancy Rush	Teresa Phillips
	Donna Mahan	Lalana Ratnayake	

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CALL BOARD MEETING TO ORDER – Dr. Marty Gabica
Dr. Marty Gabica, Chair called the Board of Health meeting to order at 1:08 p.m.

ACTION ON 01/20/2006 MINUTES – Dr. Marty Gabica
Dr. Marty Gabica asked for a motion on the minutes from January 20, 2006 meeting.

Motion: Steve Scanlin moved to approve the minutes as presented for January 20, 2006; Betty Ann Nettleton seconded; no further discussion; all in favor; motion carried.

TRUSTEE REPORT - Steve Scanlin
Weekly Trustees' Meetings During Legislative Session

Two key issues that affect Boards of Health this year are as follows:

1. HB 681 School Vending Machines
2. HB 612 Daycare Licensing

HB 681 School Vending Machines

The House Bill 861, presented by Representative Margaret Henbest regarding the selling of healthy food and beverages in school vending machines, is dead on the floor. However, schools are responsible for developing a written wellness policy. Through funding received from the State Division of Health, Nancy Rush will be leading this project to provide technical support to schools as they develop their own policy.

HB 612 Daycare Licensing

As of March 2nd, House Bill 612 was amended and is now called House Bill 806. Currently HB806 has not been presented in committee. We will probably not see anything come of this bill.

IAB RESOLUTIONS - Russell A. Duke

Russell Duke requested Board support to begin drafting three concepts for resolutions that would be presented to the Trustees at our District Director's meeting in April. The proposals are as follows:

1. To expand Resolution 03-01 - Healthy Beverages, which was past in 2003 focusing on healthy beverages sold in school vending machines. We would like to expand this to include all other types of vending machines (food) in schools that would align with Representative Henbest's bill.
2. To develop a resolution regarding daycare licensing similar to the bill that was presented this year that stated all childcare providers of two or more children not related to the provider must be licensed. Financial impact to the Health Districts must be considered in the resolution.
3. To maintain universal status for childhood immunization for both the insured and uninsured. Universal status keeps the overall cost of immunizations down and greatly reduces the management and accountability of the vaccines. The Districts' support for universal status is important to the Division of Health when asking the legislature for additional funding.

Discussion

Dr. Gabica suggested that Mr. Duke contact Representative Margaret Henbest in developing the vending machine proposal. Since being a part of the process of getting daycare licensing in Idaho, Steve Scanlin believes we need to continue supporting licensing daycares throughout Idaho. Overall, as Health Districts, we need to collaborate more with other organizations and agencies to bring about change prior to legislation. Dr. Gabica asked for a motion on supporting the three proposed resolutions.

Motion: Fred Lawson moved to approve that Russell Duke begin writing resolution proposals on all three concepts – expand Resolution 03-01, support daycare licensing, and maintain universal vaccine status; Steve Scanlin seconded; no further discussion; all in favor, motion carried.

FINANCIAL REPORT - Meghan Muguira July through February Budget to Actual

The "Budget to Actual" report for July through February was reviewed, comparing fee revenue to the prior two years. Currently we are 14% higher than budget for all fee collections. Contracts are on budget for yearend. Other revenues are on track with contributions coming in from Senior Nutrition donations.

Under expenditures, we are in good standing with personnel cost at a 2.2% salary savings (\$169,700). In operating cost, when taking HRSA Allotment III and Flu out of the equation, operating costs are over spent by 2.4%. In Capital, we have restated the budget. Next month we may need to do a budget revision.

RECORDING OF BOARD OF HEALTH MEETINGS - Russell A. Duke

Per the recommendation of our attorney, Roger Hales, Russ asked that we continue to follow his recommendation of not keeping past tapes of our Board of Health meetings after the written minutes have been approved. We would continue to maintain only the approved written minutes.

Steve Scanlin confirmed that technically, under the law, the written minutes are the official records of the meeting. Thus we should continue with this practice.

Motion: Steve Scanlin moved to approve that we continue taping the Board of Health meetings and erasing the tapes after the written minutes have been approved; Jane Young seconded; no further discussion; all in favor; motion carried.

TUITION REIMBURSEMENT POLICY - Russell A. Duke

Russell Duke proposed that we revise the CDHD Tuition Reimbursement policy to no longer pay for a full degree but pay for courses that relate to public health, to a current position held, or to another position within the health department. This philosophical change places focus on paying for classes that directly benefit the organization as they relate to public health instead of a degree. Mr. Duke also proposed that we cap annual reimbursement as follows:

1. 60 to 80 hours per a pay period – maximum per year = \$2,000
2. 40 to 59 hours per a pay period – maximum per year = \$1,000
3. Less than 40 hours per pay period – No Reimbursement.

After much discussion, it was agreed upon that CDHD employees would be able to attend any accredited institution of high learner regardless of the cost due to the proposed annual reimbursement cap. Every employee seeking reimbursement would be limited to the revision stated above. Either an inflation rate needs to be added in or this policy needs to be revisited every one or two years.

Motion: Steve Scanlin moved to approve the new CDHD Tuition Reimbursement policy with the correction that it would be open to any accredited institution of higher education and capped in funding as stated in the revised policy; Commissioner Phil Davis seconded; no further discussion; all in favor; motion carried.

FY2007 BUDGET - Russell A. Duke

Russell Duke presented the proposed FY2007 budget of \$10,805,000, which is a 5% increase. Keeping in mind that adjustments will occur throughout the year as our revenue picture changes.

Page 1 – Agency Total.

We are increasing the FTE's by 3. Under the expenditures, an adjustment was made in the FY2006 budget to account for the 27th pay period. By excluding the 27th pay period, the result is a 4% increase for the FY2007 personnel budget. The operating cost is up 7% with a negligible change in capital outlay. Overall expenditures will increase by 5%.

Under revenue we are budgeting a 3% increase (\$51,818) from the counties, which is basically an inflationary factor. State General Fund increased by 3%. Contracts are up 4% (\$152,140) and fees up by 15% (\$307,400). Revenue is budgeted to increase overall by 5%.

Page 2 and 3 – County Funding Calculations and Data.

These pages reflect each counties contribution for FY2007 making up the 3% increase. The change in contribution by each county is as follows:

Ada	\$41,013	(2.7%)	Boise	\$ 248	(0.7%)
Elmore	\$(2,642)	(-2.3%)	Valley	\$13,192	(20.9%)

The distribution formula for each county is defined in State Code. Mr. Duke stated that the formula is based 70% on population and 30% of market value. To increase 3% overall, the percentage increase/decrease varies by county. Valley County will see the largest increase primarily due to a one year tax assessed value increase of \$817 million.

Page 4 – Fee Revenue.

We have a 15% increase projection for fees based upon an increase in adult immunizations (increase number of clients and cost of vaccine). Under Environmental Health & Emergency Preparedness, the increase is mostly in land development services. Reproductive Health shows an increase, which is an adjustment upward to account for an increase in revenue that we experienced in FY2006 due to a fee increase. The Other Revenue category is primarily donations to the Health Services for Seniors Program.

Mr. Duke clarified to Commissioner Davis that revenue from increased fees goes back into the program area to support operation. Due to the increase in clients served, our fee revenue has also increased which results in the need for more staff to support the growth. For example we added another Environmental Health Specialist in FY2006.

Page 5 – Grant/Contract Revenue.

We expect a net gain of about \$152,000 in contract revenue. Under Immunizations we are losing funding due to the reduction of State contracts that resulted from Federal cuts. We are expecting to see increases in WIC from the FDA contract. In the Health Services for Seniors Program, we have asked for an increase in our overall contract this year that we haven't asked for in years. We have been awarded that contract and are in final negotiations to find out the actual dollar amount. The \$30,000 gain under Community Health Promotion & Education is the Tobacco Millennium fund money that we lost last year.

Page 6 – Personnel Costs.

The most significant impact to the Personnel Budget was the 3% merit increase that went into effect January 29th and carries over into next year's budget. Under the FTE (Full Time Equivalent), we have an overall increase of 3.1 new FTEs. This year we expect to see a reduction in healthcare cost called a premium holiday. This is the result of changing health insurance plans from Blue Shield to Blue Cross.

Rob Howarth reiterated to Commissioner Davis that Valley County had received additional Environmental Health support due to an adjustment in Ada County's staff to free up time for Josh Kriz to serve Valley County.

Page 7 – Operating Costs and Capital Outlay.

Under Operating Costs there are two areas with significant increases, Immunizations anticipates an increase in District vaccine (\$122,300) and flu vaccine (\$19,900) and Health Services for Seniors anticipates an increase of \$57,000. Capital Outlay includes new vehicles and major building projects which will be included in our capital budget request at our August Board meeting. Those funds are allocated from carryover.

Page 8 & 9 – Detail Budget by Program Area.

Community Health Promotion & Education has two new programs. Weight Issues in Children that will be 100% funded by District dollars. The focus will be on children and getting them involved in after school programs and activities. The second program is called HCAP (Healthy Community Access Project) Dental, which is an Ada County specific program. Due to funding restrictions, we will

implement this program initially in Ada County and will use State contract and District funds to carry the program District wide.

In regards to fee increases, this will be addressed at the August Board meeting. Any changes in fees will take effect in September. Russ asked for the Board's support for the FY2007 budget.

Dr. Gabica asked for a motion on approving the proposed FY2007 budget that was presented by Russ.

Motion: Steve Scanlin moved to approve the proposed FY2007 Budget as presented; Jane Young seconded; no further discussion; all in favor; motion carried.

PERINATAL DENTAL EDUCATION PROJECT - Nancy Rush & Lalani Ratnayake

Russell Duke introduced this presentation by referring to a conference he had attended on Maternal and Child Health where the State of Colorado presented incredible data on the impact they had on pregnancy outcomes from treating woman with periodontal disease during their second trimester (\$29,000 for low birth weight vs \$2,000 for normal birth weight). The \$25,000 HCAP money we received for this Ada County project will provide valuable information for us to use to supplement the \$5,000 allocated from the State this year and the following two years to expand this program to our entire District.

Lalani Ratnayake presented "Ada County Oral Health Project for Pregnant Women." Ultimately the goal is to increase awareness of the importance of oral health during pregnancy in order to reduce periodontal disease. In treating periodontal disease, one decreases the incidence of pre-term low birth rate in babies. In 2001, Idaho Pregnancy Risk Assessment Tracking System (PRATS) showed that 62.5% of Idaho mothers did not receive dental care during pregnancy and 71.5% reported they did not receive information on the importance of getting regular dental care during prenatal visits. It is clear that we need to get the message out to the people in the medical profession and to pregnant women.

Right now this program is focusing on Ada County because of the funding source – HCAP which is restricted to Ada County use. However, the larger share of the grant: \$15,000 has been allocated to operating for resource development and a media campaign, which will benefit our entire District. In the next two years, Boise, Elmore, and Valley Counties can expect presentations.

Board member Betty Ann Nettleton expressed interest in having this program in Elmore County.

SHOT LINE PROJECT - Cindy Howarth

Cindy Howarth presented the SHOT LINE project and the display that Lance Corpus, our graphic designer, created for the National Immunization Conference in Atlanta, Georgia. Teresa Phillips, our Provider Liaison and nurse in the Immunization Department, leads the SHOT LINE project. Our main mission for this project is to educate medical providers in our District to ensure that they are providing safe and effective vaccine assessment and vaccine administration. In providing this education, we are providing an infrastructure that will ensure that quality immunization delivery and patient safety is being achieved.

The program has been successful due to the relationships developed by Ms. Phillips and her ability to provide immediate responses to medical providers, childcare providers, and school nurses. Providers that use the SHOT LINE (cell phone – 321-Baby) believe this program has resulted in reduction of errors in over or under immunization and inappropriate immunization of children.

ADDITIONAL INFORMATION – Russell A. Duke

Bird Flu

Steve Scanlin asked that we provide an article *Study Finds Bird Flu Unlikely to Become Human Pandemic* from the Idaho Statesman on March 23, 2006. In addition, the original article *Cell Barrier Slows Bird Flu's Spread Among Humans* from the University of Wisconsin was provided for more information on avian flu.

Organizational Chart of Senior Leadership

Russ Duke provided a copy of the CDHD organizational chart of the senior leadership staff that clarifies that in the absence of either the Director or the Deputy Director, the other person assumes the leadership role of that person's direct reports.

CDHD Director's Evaluation

During the last Executive Session it was requested that Mr. Duke provide staff a tool to evaluate his performance. The Board agreed to use the evaluation submitted today by Russ. The decision was made that all senior leadership staff would evaluate Russ's performance this time around with the next performance possibly including additional staff. Janet Peck would be responsible for sending out the surveys, providing a recap of the Board surveys separate from the senior leadership staff, and presenting the results to the Board.

Dr. Gabica stated that putting together an annual budget and presenting it to the Board is one of the most difficult tasks a Director is asked to do annually. He congratulated Russ on a job well done.

ADJOURN

Dr. Marty Gabica asked for a motion to adjourn meeting.

Motion: Jane Young made a motion to adjourn; Betty Anne Nettleton seconded; all in favor; motion carried. The meeting adjourned at 3:28 p.m.

Respectfully submitted:

Date:

Dr. Martin Gabica, Chair

Russell A. Duke, Secretary